

March 17, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.

President

FROM: Barbara Wills, Ph.D.

Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of February 2025.

Overview and Background

The College is under contract with six architectural firms; Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., EMI Architects and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the six firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects I Lewis + Whitlock, PA - \$0.00 BKJ, Inc. Architecture - \$41,431.25 Clemons, Rutherford & Associates, Inc. - \$0.00 DAG Architects, Inc. - \$0.00 EMI Architects - \$0.00 Fitzgerald Collaborative Group, LLC - \$4,279.42

Past Actions by the Board

The Board last authorized architect invoices at the February 18, 2025 meeting.

Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO.	4
PROJECT INVOICE NO.	6



Tallahassee, Florida 32304-2895

FROM: BKJ Inc. Architecture

1621 Physicians Drive Tallahassee, Florida 32308 Page: 1 of 1 Pages

TSC Purchase Order No.: PO-019124

Project Name:

AC Building #8 Third Floor Improvements

Date: 2/10/25

THE PRESENT STATUS OF THE AC	THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:						
				LESS			
		PERCENT		PREVIOUSLY	AMOUNT DUE		
SERVICE	TOTAL FEE	COMPLETE	AMOUNT DUE	BILLED	THIS INVOICE		
BASIC SERVICES							
Design Development	\$20,965.00	100%	\$20,965.00	\$20,965.00	\$0.00		
Construction Documents	\$26,400.00	100%	\$26,400.00	\$26,400.00	\$0.00		
Permit/Bid	\$3,150.00	100%	\$3,150.00	\$3,150.00	\$0.00		
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00		
ADDITIONAL SERVICE							
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00		
Add Serv. #1	\$1,700.00	100%	\$1,700.00	\$0.00	\$1,700.00		
Reimbursable Expenses	\$250.00	100%	\$250.00	\$250.00	\$0.00		
GRAND TOTALS	\$65,655.00		\$55,305.00	\$53,605.00	\$1,700.00		
			Total due Arch	itect/Engineer	\$1,700.00		

Please remit payment to the following address:

BKJ, Inc. Architecture 1621 Physicians Drive Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport AIA, President

gnature of Principal) (Typed Name and Title)



Change Order

Purchase Order Number	PO-019124 - 1
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Comments:

PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E

Fees

Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

**REF: TCC RFQ 2022-11; Approved at the January 17, 2023

BOT Meeting**

CHANGE ORDER NO. 1 - Increasing PO by \$1,700 for add

services 1 per attached proposal. NEW PO TOTAL: \$65,655.00

Ship To:

Tallahassee State College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Bill To:

Tallahassee State College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	65,655.00	0.00	65,655.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				65,655.00

Messages

Tallahassee State College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"



Change Order

Purchase Order Number	PO-019124 - 1
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

ensure timely payments, TSC requires the College's purchase order number to be included on all invoices submitted for payment.	
questions related to payment of supplier invoices should be directed to the TSC Accounts Payable Office at (850) 201-8565.	

INVOICE NO.	1
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Tallahassee, Florida 32304-2895

FROM: BKJ Inc. Architecture

1621 Physicians Drive Tallahassee, Florida 32308

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-022268

Project Name:

Tallahassee State College | AC Building 1st Floor

Improvements
Date: 2/10/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:						
				LESS		
		PERCENT		PREVIOUSLY	AMOUNT DUE	
SERVICE	TOTAL FEE	COMPLETE	AMOUNT DUE	BILLED	THIS INVOICE	
100% Construction Documents	\$10,381.25	100%	\$10,381.25	\$0.00	\$10,381.25	
Permitting/Bid	\$1,413.75	0%	\$0.00	\$0.00	\$0.00	
Construction Administration	\$3,490.00	0%	\$0.00	\$0.00	\$0.00	
Additional Services (MEP)	\$990.00	100%	\$990.00	\$0.00	\$990.00	
Other Project Cost	\$100.00	0%	\$0.00	\$0.00	\$0.00	
GRAND TOTALS	\$16,375.00		\$11,371.25	\$0.00	\$11,371.25	
Old Ho Fornes	710,575.00		Ψ±1,37 ±.23	φ0.00	Ç11,371.23	
			Total due Arch	itect/Engineer	\$11,371.25	

Please remit payment to the following address:

BKJ, Inc. Architecture 1621 Physicians Drive Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)



Purchase Order

Supplier:

BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Comments:

PJ-0543 TCA (AC) Bldg#08 - 1st Floor Renovations/Upgrades -

A/E Fees

Contact: Don.Herr@tsc.fl.edu Invoice: Jenny.Shuler@tsc.fl.edu

**REF: TCC RFQ 2022-11; Approved at the January 17, 2023

BOT Meeting**

Ship To:

Tallahassee State College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Bill To:

Tallahassee State College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	16,375.00	0.00	16,375.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 1st floor of the TCA (AC) building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated December 11, 2024.				16,375.00

Messages

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Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"



Purchase Order

Purchase Order Number	PO-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

To ensure timely payments, TSC requires the College's purchase order number to be included on all invoices submitted for payment.	
Any questions related to payment of supplier invoices should be directed to the TSC Accounts Payable Office at (850) 201-8565.	

INVOICE NO.	3
PROJECT INVOICE NO.:	5



Tallahassee, Florida 32304-2895

FROM: **BKJ Inc. Architecture 1621 Physicians Drive Tallahassee, Florida 32308**

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-020982

Project Name:

AC Building #8 Second Floor Renovations/Upgrades - Full AE

Date: 2/10/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:								
				LESS				
		PERCENT		PREVIOUSLY	AMOUNT DUE			
SERVICE	TOTAL FEE	COMPLETE	AMOUNT DUE	BILLED	THIS INVOICE			
ADDITIONAL SERVICES								
Phase 3- Design Development	\$20,130.00	100%	\$20,130.00	\$20,130.00	\$0.00			
Phase 4- 100% Construction Documents	\$25,300.00	100%	\$25,300.00	\$25,300.00	\$0.00			
Phase 5- Permitting/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00			
Phase 6- Construction Administration	\$11,710.00	0%	\$0.00	\$0.00	\$0.00			
Additional Services (MEP)	\$2,840.00	100%	\$2,840.00	\$0.00	\$2,840.00			
Reimbursable Expenses	\$500.00	90%	\$449.17	\$449.17	\$0.00			
Add Service 1- Pre Test & Balance	\$5,840.00	100%	\$5,840.00	\$0.00	\$5,840.00			
GRAND TOTALS	\$69,470.00		\$54,559.17	\$45,879.17	\$8,680.00			
			Total due Arch	itect/Engineer	\$8.680.00			

Please remit payment to the following address:

BKJ, Inc. Architecture 1621 Physicians Drive Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

| Bonnie Davenport AIA, President (Signature of Principal) (Typed Name and Title)



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Comments:

PJ-0498 AC Bldg#08 - 2nd Floor Renovations/Upgrades - A/E

Contact: Don.Herr@tsc.fl.edu

Invoice: Jenny.Shuler@tsc.fl.edu
**REF: TCC RFQ 2022-11; Approved at the January 17, 2023

BOT Meeting**

CHANGE ORDER NO. 1 - Adding new Line#2 in the amount of \$5,840.00 for Additional Services Number 01.

NEW PO TOTAL: \$69,470.00

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Tallahassee State College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Bill To:

Tallahassee State College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Currency Total Lines Amount		Total PO Amount	
USD	69,470.00	0.00	69,470.00	

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 2nd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated July 18, 2024.				63,630.00



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
2		Additional Services Number: 01 to Provide Pre Test and Balance report for the 2nd and 3rd floor of the AC Building on the TSC campus. See the attached proposal from H2 Engineering for clarification of the scope of work. Specifics per attached proposal dated 10/25/2024.				5,840.00

Messages

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Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

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INVOICE NO.	4
Project Invoice No.	5



Tallahassee, Florida 32304-2895

FROM: **BKJ Inc. Architecture**

1621 Physicians Drive Tallahassee, Florida 32308 Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

Project Name:

Library Improvements - Makerspace

Date: 2/10/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:							
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE		
BASIC SERVICES							
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00		
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00		
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00		
Phase 4- Permitting/Bid	\$9,350.00	0%	\$0.00	\$0.00	\$0.00		
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00		
ADDITIONAL SERVICES							
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00		
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00		
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00		
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00		
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00		
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00		
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00		
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00		
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$0.00	\$19,680.00		
OTHER PROJECT COSTS							
Reimbursable Expenses	\$700.00	0%	\$0.00	\$0.00	\$0.00		
GRAND TOTALS	\$294,825.00		\$243,550.00	\$223,870.00	\$19,680.00		
Total due Architect/Engineer \$19,							

Please remit payment to the following address:

BKJ, Inc. Architecture 1621 Physicians Drive Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

Bonnic Davenpart
(Signature of Principal) Bonnie Davenport AIA, President

(Typed Name and Title)



Change Order

PO-020281 - 2
05/14/2024
Net 30
Jenny Shuler
(850) 201-6200

Supplier:

BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Comments:

PJ-0496 Library Improvements - Maker Spaces - A/E Fees

Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

**REF: TCC RFQ 2022-11; Approved at the January 17, 2023

BOT Meeting**

CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for

second additional services request. NEW PO TOTAL: \$294,825.00

CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first

additional services request. NEW PO TOTAL: \$275,145.00

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Tallahassee State College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Bill To:

Tallahassee State College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	294,825.00	0.00	294,825.00

Service Lines						
Line Number	er Item Name Description		Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages

Tallahassee State College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College: https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"
To ensure timely payments, TSC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TSC Accounts Payable Office at (850) 201-8565.



Fitzgerald Collaborative Group, LLC

Tallahassee Community College Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304-2895 Invoice number

230202_0125

Date

01/31/2025

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Purchase Order # PO-017463

Description		Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services						
Schematic Design		12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development		9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever		2,000.00	100.00	2,000.00	2,000.00	0.00
Permit Documents		6,025.00	100.00	6,025.00	6,025.00	0.00
Permit Documents - Kever		4,500.00	100.00	4,500.00	4,500.00	0.00
Bidding and Negotiation/GMP Coordinati	on	6,650.00	100.00	6,650.00	6,650.00	0.00
	Subtotal	41,005.00	100.00	41,005.00	41,005.00	0.00
Additional Required Services						
Schematic Designn -Independent Green Technologies		7,802.00	100.00	7,802.00	7,802.00	0.00
Design Docuemnts - Independent Green Technologies		7,802.00	100.00	7,802.00	7,802.00	0.00
Permit Documtns - Independent Green Technologies		7,802.00	100.00	7,802.00	7,802.00	0.00
Programming Confirmation		7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings		4,500.00	100.00	4,500.00	4,500.00	0.00
	Subtotal	35,406.00	100.00	35,406.00	35,406.00	0.00
Basic Design-Build Service				,		
Bidding and Negotiation/GMP		5,908.80	100.00	5,908.80	5,908.80	0.00
Construction Phase		23,635.46	50.03	7,545.23	11,824.65	4,279.42
	Subtotal	29,544.26	60.02	13,454.03	17,733.45	4,279.42
	Total	105,955.26	88.85	89,865.03	94,144.45	4,279.42

Invoice total

4,279.42

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0125	01/31/2025	4,279.42	4,279.42				
	Total	4,279.42	4,279.42	0.00	0.00	0.00	0.00

Invoice number Date 230202_0125 01/31/2025

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith @fc-groupllc.com.